

Quick How-To:

How to Create a Contact List

Who is this for?

This guide is for learners who want to create a contact list or group in their email — to save time when writing to the same people often.

Step-by-Step Instructions

Step 1: Open Your Contacts or Address Book

- In **Gmail**, go to **contacts.google.com**.
- In **Outlook**, click **People**.
- In **Apple Mail**, tap **Contacts**.

Step 2: Click Create or New List

- Look for a button that says **Create Label**, **New List**, or **New Group**.

Step 3: Add People to the List

- Type or select each person's name or email.
- Add as many as needed — like all your coworkers, family, or board members.

Step 4: Name the Group

- Give the list a name like 'Clinic Staff' or 'Council Members'.
- This name is what you'll type when sending an email.

You Did It!

Your contact list is ready! You can email the whole group by using the list name.